

DATA DEPOSIT USER GUIDE

v.2.0 2026

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READ BEFORE USING DATADEPOSIT

1. There is no auto-save in this system. If you remain passive for a longer period, you run the risk of being disconnected and must start over. The DataDeposit user interface will warn you 1 minute before logging you out.
2. DataDeposit has 3 folder levels:
 - Community: The first level, typically representing a research group.
 - Collection: The second level within a community. Here you make collections to store datasets. A collection represents a research project. A research project may only have one collection. There is a default maximum storage space of 2 TB pr. collection. It is possible to apply for increased collection storage capacity at <https://serviceportal.aau.dk/serviceportal>
 - Dataset: Third and final level. To here, you upload your data. There is a maximum storage space of 1 TB pr. dataset upload. If your dataset is larger than 1 TB, you need to divide it into two or more datasets.
3. To upload and download datasets from DataDeposit, you need to install an SFTP-client (see “What is SFTP?” in the following section).
4. You cannot delete or edit archived datasets from DataDeposit. When you have clicked the “archive” button, the dataset is locked. You can add, edit, and delete the data until you press the “archive” button.
5. Be aware that you cannot change the classification (private/public) of a community and a collection once you have created them.
6. The dataset owner is the one who uploads the dataset.
7. It is NOT possible to put embargo periods on uploaded datasets.
8. Your dataset is visible in VBN only if your community, collection and dataset are all classified as public.
9. Metadata must be level 1 and not contain sensitive or confidential information: <https://www.security.aau.dk/data-classification/the-four-classification-levels-at-aau>.
10. If a dataset is set to be accessible by more than the data owner, the owner must check the access to their datasets every 6 months to ensure that only relevant people can access data.

What is SFTP?

SFTP is a protocol for secure file transfer. The abbreviation stands for *Secure File Transfer Protocol* or sometimes *SSH File Transfer Protocol*.

Since SFTP is merely a method by which to transfer files, you can use any application supporting this protocol to transfer files to and from any server that also supports this protocol.

SFTP in DataDeposit

SFTP is used together with DataDeposit for transferring files to and from datasets you create in DataDeposit. SFTP is used in two situations:

1. When you create a new dataset, you need to upload the actual contents to the dataset before archiving it. This is done by connecting to the data host via SFTP and uploading your files.
2. When you have archived a dataset in DataDeposit, you can mount the dataset again at a later point if you wish to read the files contained in it. This is done by connecting to the data host via SFTP and downloading your files.

How to use SFTP

Since DataDeposit should be usable by all users regardless of operating system on your own computer, you must choose and install an SFTP client application specifically for your computer's operating system. You must do this before you can upload/download data to/from DataDeposit.

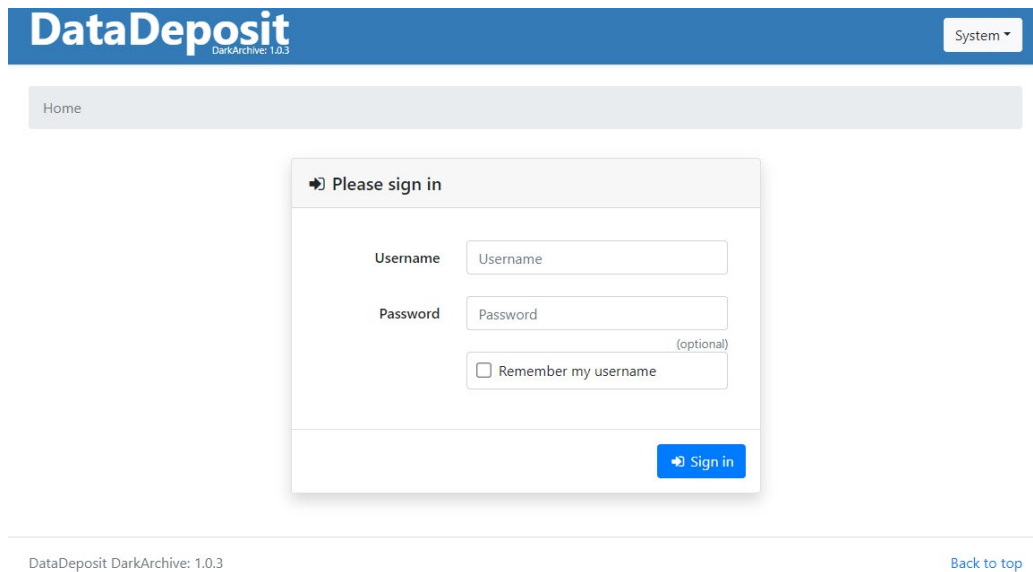
You can choose any SFTP client application you wish. These are suitable SFTP applications:

- WinSCP: available for Windows in AAU Company Portal.
- [FileZilla](#): available for Linux, OS X, and Windows
- [Cyberduck](#): available for OS X and Windows

How to upload datasets to DataDeposit

1: Login

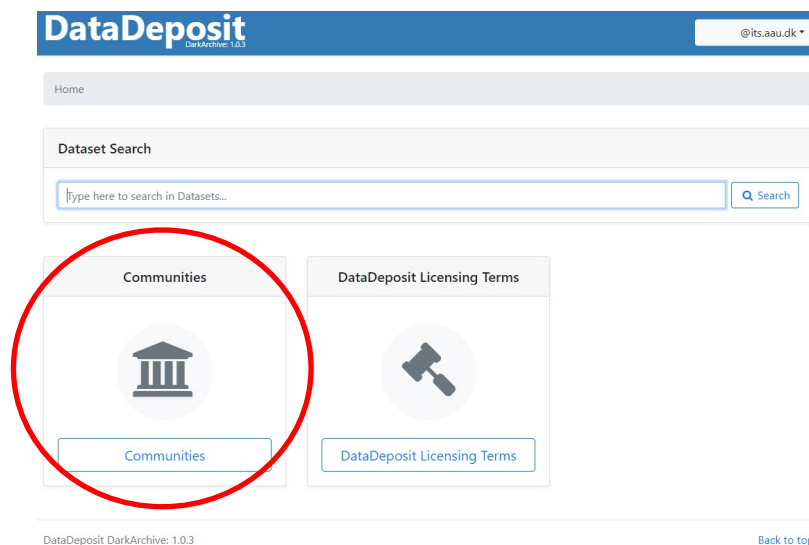
Fill in username and password and log in. This should be your AAU username and password as used when logging into for example AAU webmail.



The screenshot shows the DataDeposit login interface. At the top is a blue header with the 'DataDeposit' logo and 'DarkArchive: 1.0.3' text, and a 'System' dropdown menu. Below the header is a light gray bar with the word 'Home'. The main content area features a 'Please sign in' dialog box with fields for 'Username' and 'Password', a '(optional)' label, a 'Remember my username' checkbox, and a blue 'Sign in' button. At the bottom of the page, there is a footer with 'DataDeposit DarkArchive: 1.0.3' on the left and a 'Back to top' link on the right.

2: Communities

2a: Click on Communities.



2b: Browse communities

A community typically represents a research group at AAU. The communities visible to you are all existing public communities, and all the communities that you are a part of.

If your research group is not featured on the community list, a community must be created for you. For security reasons, you cannot create your own community, but this is quickly done by ordering it on the AAU service portal. Access the service portal and search for “DataDeposit access form” or find the access form via Topics → CLAAUDIA → [DataDeposit access request form](#).

For more information visit researcher.aau.dk in the software and tools section.

DataDeposit
DarkArchive 1.0.3

Home / Communities

Communities

Community	Description	Owner	Visibility
ENG-TestCommunityOne	Typically: Full name of your department + research group	Hansi Günter	Public
ENG-TestCommunityTwo	Department of Build Environment, Energy ...	Yvonne Kjeldsen	Private
ENG-TestCommunityThree	Department of Materials and Production, ...	Ove Olsen	Public
SSH-TestCommunityOne	Department of Department of Communication and Psy...	Ole Sprogø	Public
SUND-TestCommunityThree	Department of Health Science and Technology, Transfor...	Lis Persson	Private
TECH-TestCommunityOne	Department of Sustainability and Planning, ...	Tommy Mercury	Public
TECH-TestCommunityTwo	Department of Electronic Systems, ...	Pippi Skywalker	Public

Previous 1 Next

DataDeposit DarkArchive: 1.0.3 [Back to top](#)

2c: Locate your community and enter.

3: Collection

3a: Click on the burger-button to the right of the search field.

The screenshot shows the DataDeposit interface. At the top is a blue header with the DataDeposit logo and a user profile dropdown. Below is a breadcrumb trail: Home / Communities / DataStewardThomasPublic. The main section is titled 'Collections - DataStewardThomasPublic' and features a search bar with the placeholder 'Type here to filter...'. To the right of the search bar is a blue burger button, which is circled in red. Below the search bar is a table with five columns: Collection, Description, Owner, and Visibility. The table contains five rows of test collections. At the bottom right of the table are 'Previous', '1', and 'Next' navigation buttons. At the very bottom, there is a footer with 'DataDeposit DarkArchive: 1.0.3' and a 'Back to top' link.

Collection	Description	Owner	Visibility
Test Collection 001	Short relevant description of content	Freya Vamberg Delfs	Inherited (Public)
Test Collection 002	Short relevant description of content	Thomas Andersen	Inherited (Public)
Test Collection 003	Short relevant description of content	Thomas Andersen	Public
Test Collection 004	Short relevant description of content	Thomas Andersen	Inherited (Public)
Test Collection 005	Short relevant description of content	Thomas Andersen	Private

3b: Click “Create new Collection”.

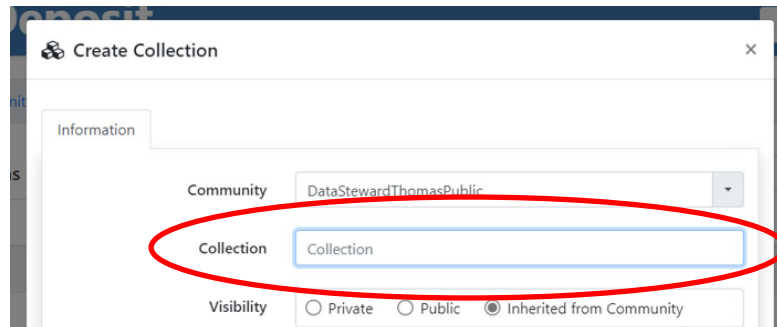
This screenshot is similar to the previous one, but with the burger button menu open. The menu is a white box with a blue border, containing two options: '+ Create new Collection' and 'Export as csv'. The '+ Create new Collection' option is circled in red. The rest of the interface, including the header, breadcrumb trail, search bar, table, and footer, is identical to the previous screenshot.

Collection	Description	Owner	Visibility
Test Collection 001	Short relevant description of content	Freya Vamberg Delfs	Inherited (Public)
Test Collection 002	Short relevant description of content	Thomas Andersen	Inherited (Public)
Test Collection 003	Short relevant description of content	Thomas Andersen	Public
Test Collection 004	Short relevant description of content	Thomas Andersen	Inherited (Public)
Test Collection 005	Short relevant description of content	Thomas Andersen	Private

3c: Name your collection

This name will represent the collection of one or multiple datasets inside it. In this example we will call your collection "Userguide".

Note that your collection name cannot include spaces, underscores, special characters, and the Danish letters "æøå". However, you can use a dash "-".



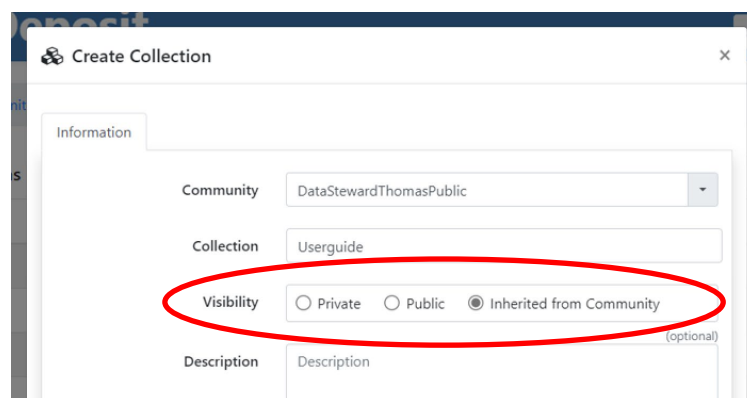
The screenshot shows the 'Create Collection' dialog box. The 'Community' dropdown is set to 'DataStewardThomasPublic'. The 'Collection' text input field contains the word 'Collection' and is highlighted with a red oval. The 'Visibility' section has three radio buttons: 'Private', 'Public', and 'Inherited from Community', with 'Inherited from Community' being selected.

3d: In Visibility you indicate if your collection of datasets should be public or private.

Private = Only people with access to the specific community can see your data.

Public = All users in DataDeposit can see your datasets.

Inherited from Community = Same visibility as your community.

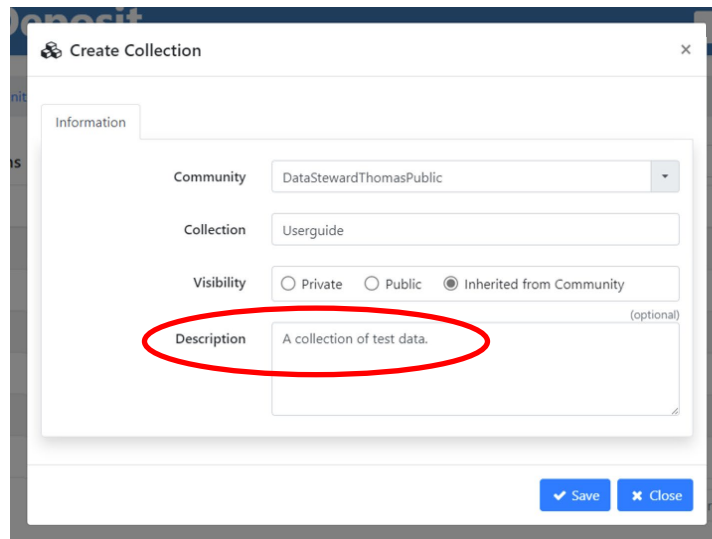


The screenshot shows the 'Create Collection' dialog box. The 'Community' dropdown is set to 'DataStewardThomasPublic'. The 'Collection' text input field contains the word 'Userguide'. The 'Visibility' section, which includes three radio buttons ('Private', 'Public', and 'Inherited from Community') and a '(optional)' label, is highlighted with a red oval. The 'Description' field is also visible at the bottom.

3e: Write a description of your dataset collection.

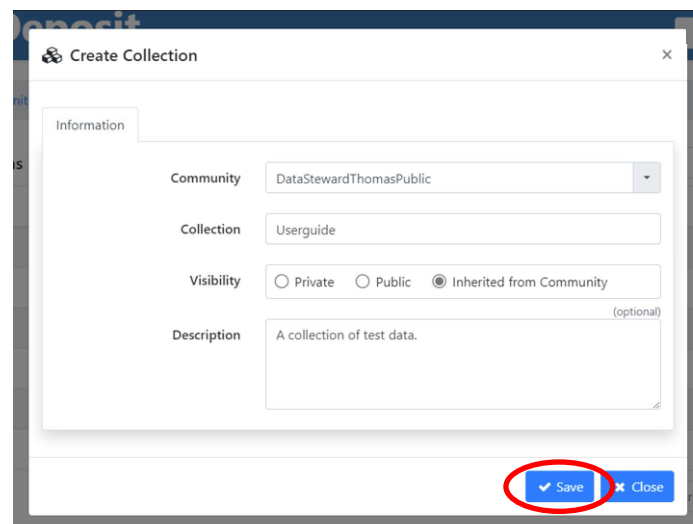
It is up to you as the creator to describe the collection with the information you find relevant. However, your description should somehow explain which type of data the collection contains. For example, you could describe how the collection originated, what it contains, if it is raw data, or it has been processed in some way, what it has been used for, and so on.

Note that the “Description” is visible to all – even if the collection is set to private.



The screenshot shows the 'Create Collection' dialog box with the 'Information' tab selected. The 'Community' dropdown is set to 'DataStewardThomasPublic'. The 'Collection' text field contains 'Userguide'. The 'Visibility' section has three radio buttons: 'Private', 'Public', and 'Inherited from Community', with 'Inherited from Community' being selected. The 'Description' text area contains the text 'A collection of test data.' and is circled in red. At the bottom right, there are 'Save' and 'Close' buttons.

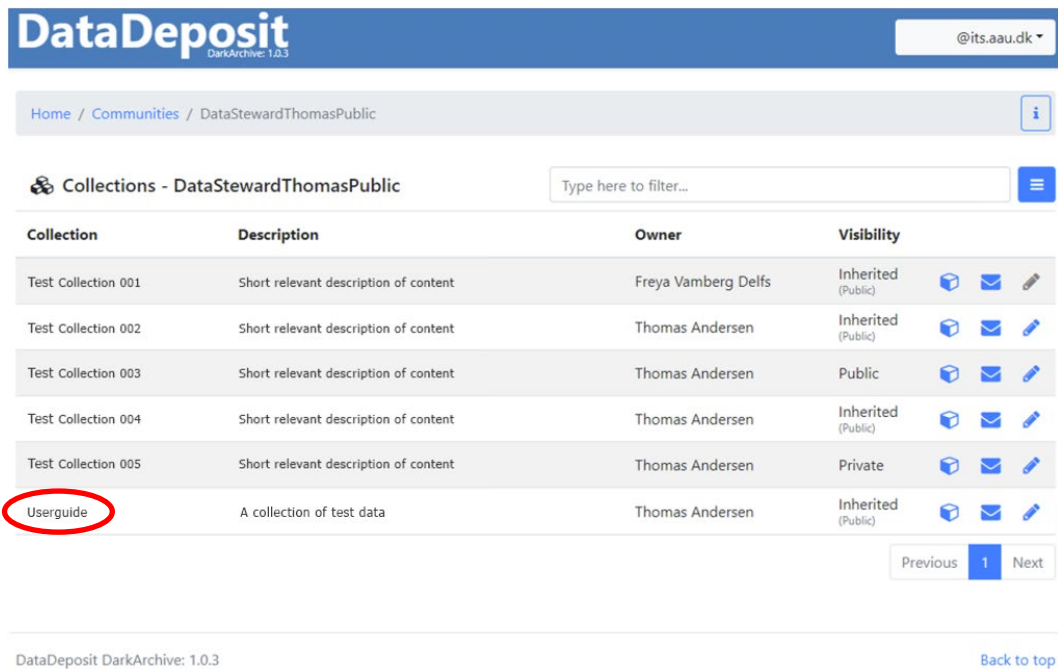
3f: Click “Save” and you have now created your collection.



This screenshot is identical to the previous one, showing the 'Create Collection' dialog box. However, the 'Save' button at the bottom right is circled in red, indicating the next step in the process.

4: Dataset

4a: Open your newly created collection.

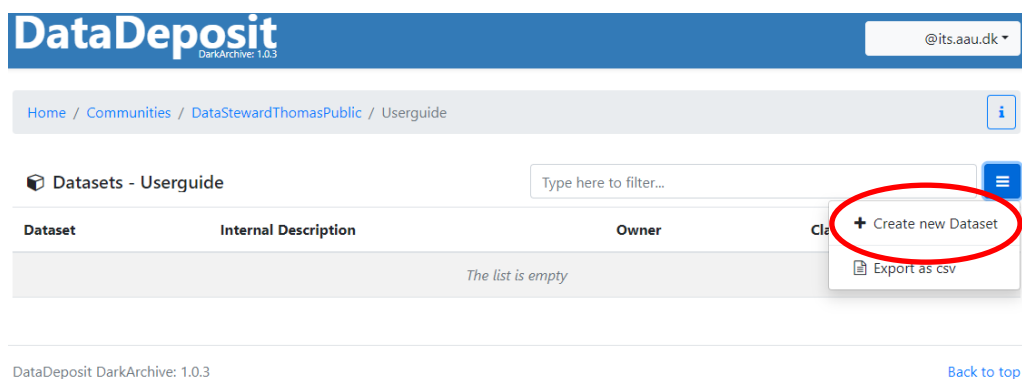


The screenshot shows the DataDeposit interface. At the top, there's a blue header with the 'DataDeposit' logo and a user profile dropdown set to '@its.aau.dk'. Below the header, a breadcrumb trail reads 'Home / Communities / DataStewardThomasPublic'. The main section is titled 'Collections - DataStewardThomasPublic' and includes a search bar. A table lists five test collections and one 'Userguide' collection. The 'Userguide' collection is circled in red. It has the description 'A collection of test data' and is owned by 'Thomas Andersen' with 'Inherited (Public)' visibility. At the bottom, there are pagination controls showing 'Previous', '1', and 'Next'.

Collection	Description	Owner	Visibility
Test Collection 001	Short relevant description of content	Freya Vamberg Delfs	Inherited (Public)
Test Collection 002	Short relevant description of content	Thomas Andersen	Inherited (Public)
Test Collection 003	Short relevant description of content	Thomas Andersen	Public
Test Collection 004	Short relevant description of content	Thomas Andersen	Inherited (Public)
Test Collection 005	Short relevant description of content	Thomas Andersen	Private
Userguide	A collection of test data	Thomas Andersen	Inherited (Public)

4b: Create new dataset

The collection is empty as you have yet to create your dataset(s) and upload data to it. Open the burger menu to the right of the search field and click “Create new Dataset”.



The screenshot shows the 'Userguide' collection page. The breadcrumb trail is 'Home / Communities / DataStewardThomasPublic / Userguide'. The main section is titled 'Datasets - Userguide' and includes a search bar. Below the search bar, there's a table with columns 'Dataset', 'Internal Description', and 'Owner'. The table is empty, with the text 'The list is empty' centered. To the right of the search bar, a burger menu is open, showing two options: '+ Create new Dataset' and 'Export as csv'. The '+ Create new Dataset' option is circled in red.

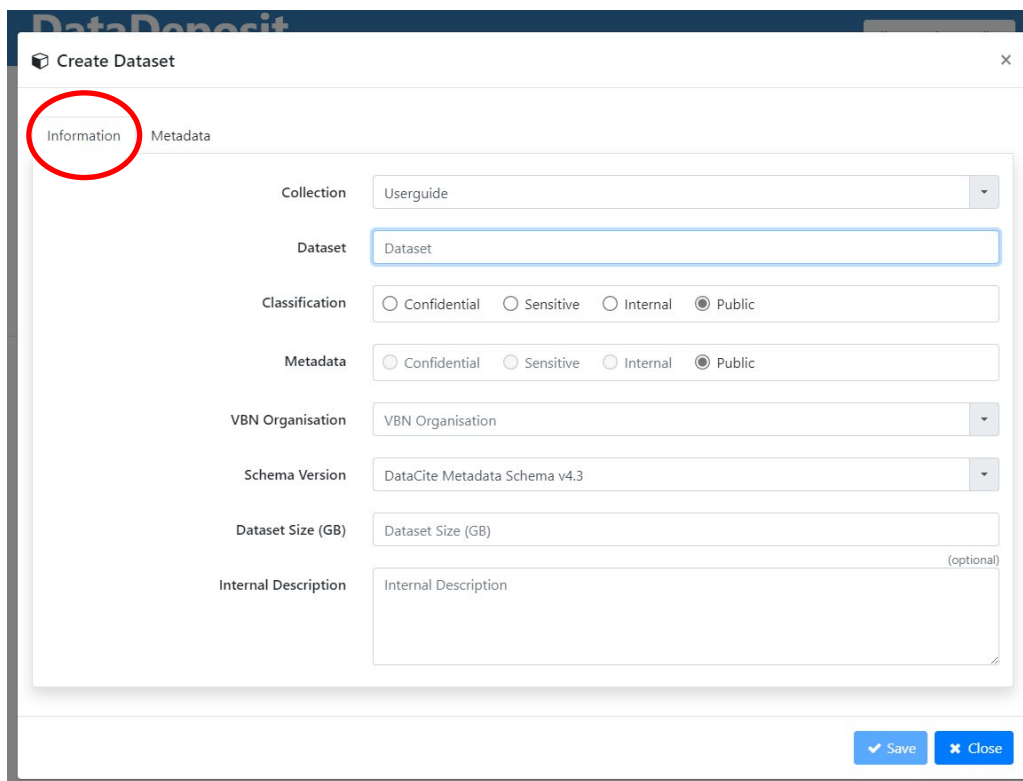
4c: Dataset information

In the Information window, go to the Information tab. Fill in the fields. The only optional field is the Internal Description. For guidance on what to write in the fields, look at [Appendix 1](#).

The description will be visible in the user interface when you log on to DataDeposit and can be seen in the overview of its containing collection.

NB:

1. It is not possible to change data classification for the dataset or the metadata once it has been saved.
2. Remember to save before closing the window.



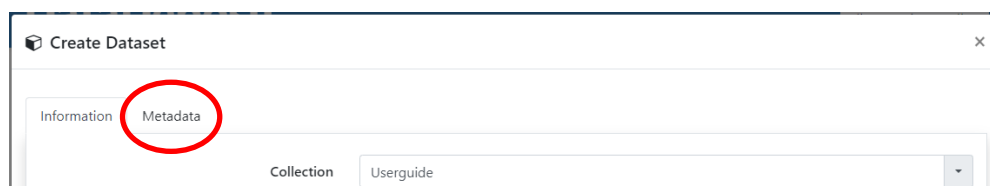
The screenshot shows the 'Create Dataset' window with the 'Information' tab selected and circled in red. The 'Metadata' tab is also visible. The form contains the following fields:

- Collection: Userguide
- Dataset: Dataset
- Classification: ☐ Confidential ☐ Sensitive ☐ Internal ☒ Public
- Metadata: ☐ Confidential ☐ Sensitive ☐ Internal ☒ Public
- VBN Organisation: VBN Organisation
- Schema Version: DataCite Metadata Schema v4.3
- Dataset Size (GB): Dataset Size (GB)
- Internal Description: Internal Description (optional)

At the bottom right, there are 'Save' and 'Close' buttons.

4d: Metadata

Click on the Metadata tap.



The screenshot shows the 'Create Dataset' window with the 'Metadata' tab selected and circled in red. The 'Information' tab is also visible. The 'Collection' field is set to 'Userguide'.

4e: Fill in the metadata

The metadata schema has many optional fields, and it is up to you how extensive and descriptive you wish your metadata to be. However, to be in line with the AAU research data policy, you should comply with the FAIR principles and create your metadata as rich and relevant as possible. Don't rush it.

For guidance on what to write in the metadata fields look at [Appendix 2](#).

The screenshot shows the 'Create Dataset' form with the 'Metadata' tab selected. The form is divided into two main sections: 'DataCite Metadata Schema 4.3' on the left and a list of optional fields on the right. The left section includes fields for Types (Resource Type, Resource Type General), Identifiers (Identifier, Identifier Type), Creators (Name, Name Type, Given Name, Family Name, Name Identifier, Affiliation, Language), and Titles (Title, Title Type, Language). The right section includes fields for Publisher (AAU DataDeposit), Publication Year, Subjects, Contributors, Dates, Language, Alternate Identifiers, Related Identifiers, Sizes, Formats, Version, Rights List, Descriptions, Geo Locations, Funding References, and Container. At the bottom right, there are 'Save' and 'Close' buttons.

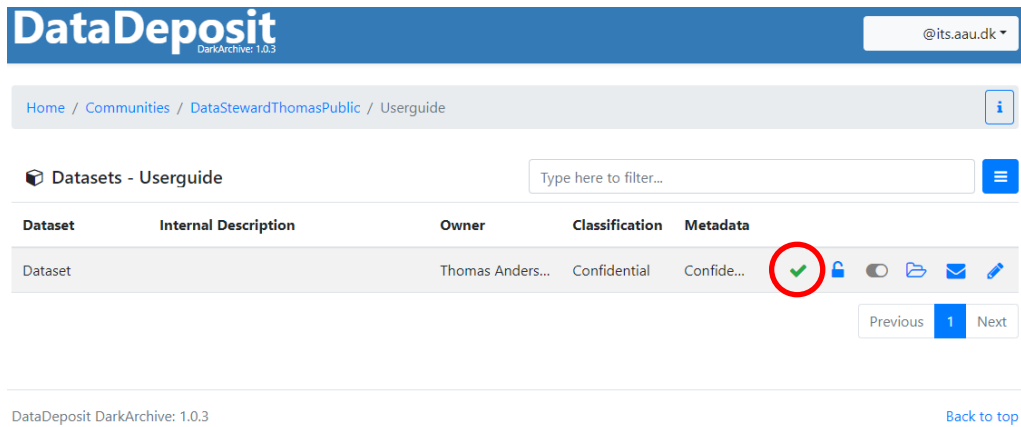
4d: Click "Save" at the bottom in of the page.

This is a close-up screenshot of the bottom right corner of the form. It shows two buttons: a blue 'Save' button with a checkmark icon and a blue 'Close' button with an 'X' icon. The 'Save' button is circled in red.

4f: Pre data upload

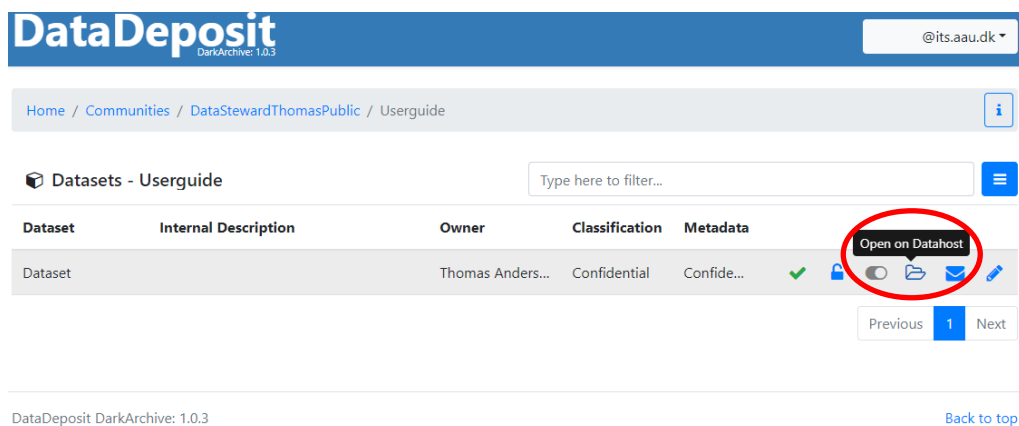
The green checkmark tells you that your Dataset is ready for content.

Go to 5: Datahost.

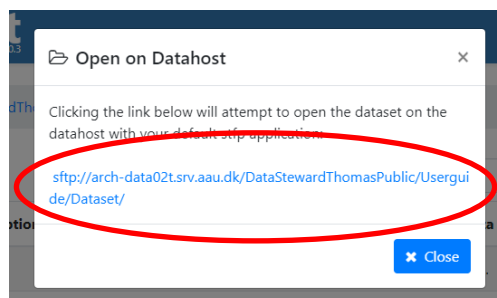


5: Datahost

5a: Click the folder icon to “Open on Datahost”.

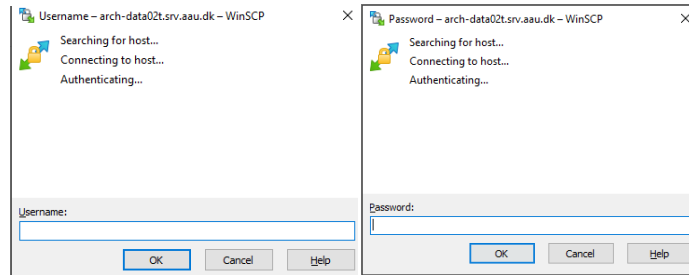


5b: Click on the link in the “Open on Datahost” window. (Prior to using DataDeposit, you must install an SFTP client. Look at [“What is SFTP?”](#) for more information).



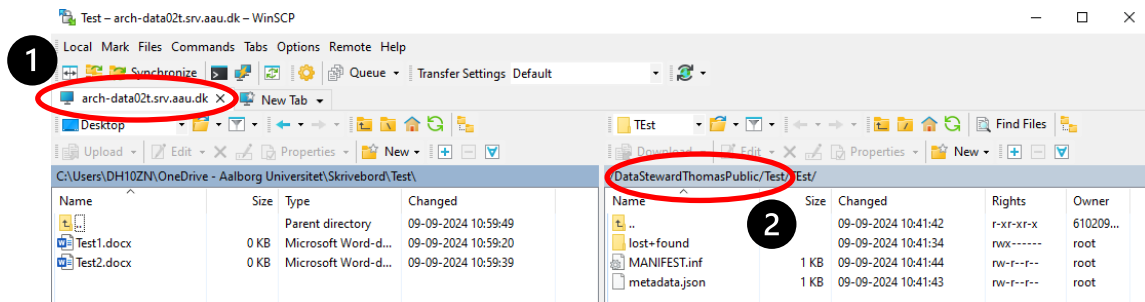
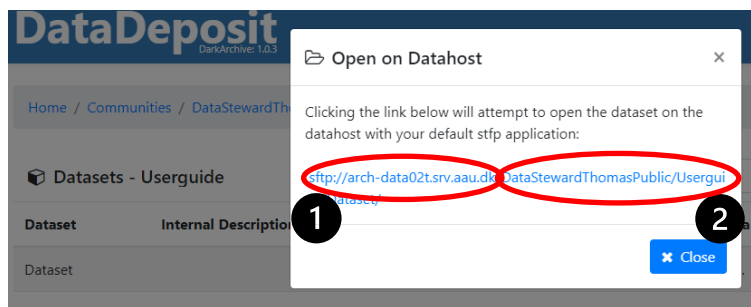
5c: Login

Your SFTP application should open on its own. If not, start your SFTP application manually (5d). Use the same login information that you used to login to DataDeposit, which is your AAU login credentials AKA your *AAU license plate*.

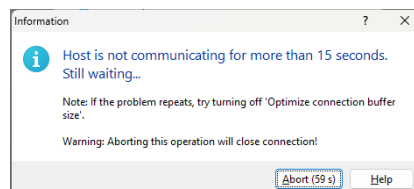


5d: Manual application start

If your SFTP application does not open its own, open your SFTP application manually and login with your AAU credentials. Connect to the server shown in the beginning of the SFTP URL in the dialog in DataDeposit¹ and navigate to the path shown as the remainder of the SFTP URL², on the SFTP server.

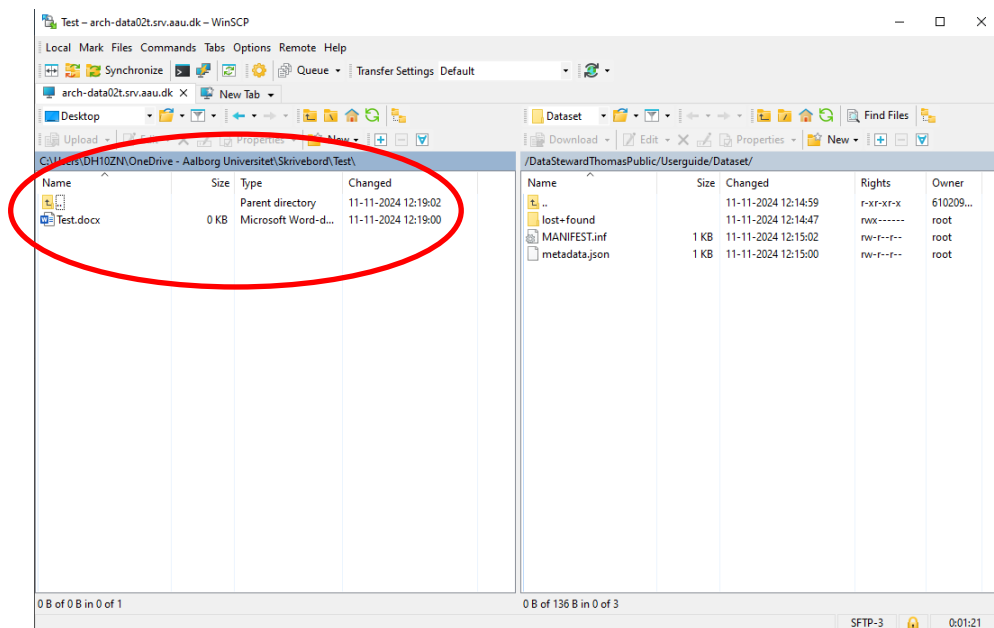


NB: You might encounter this Information window about the host not communicating. Just wait for it to disappear, it should not be a permanent problem.



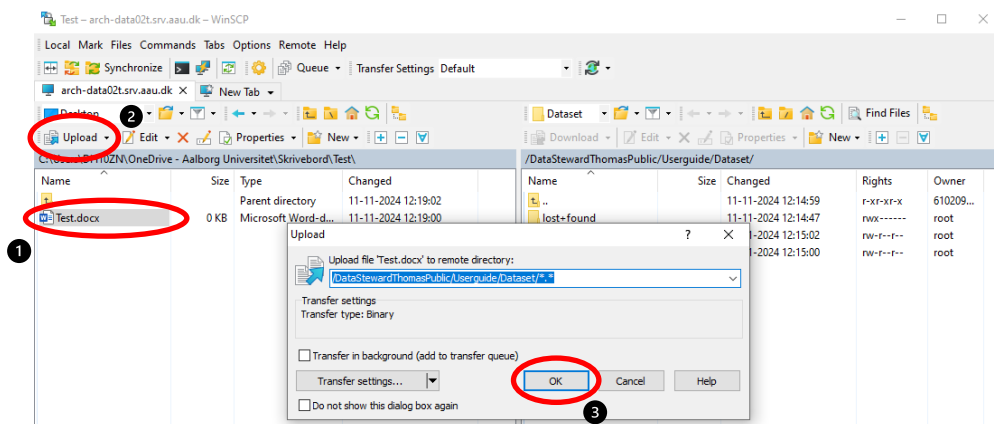
6: Upload data

6a: Locate the files you want to upload to your dataset.

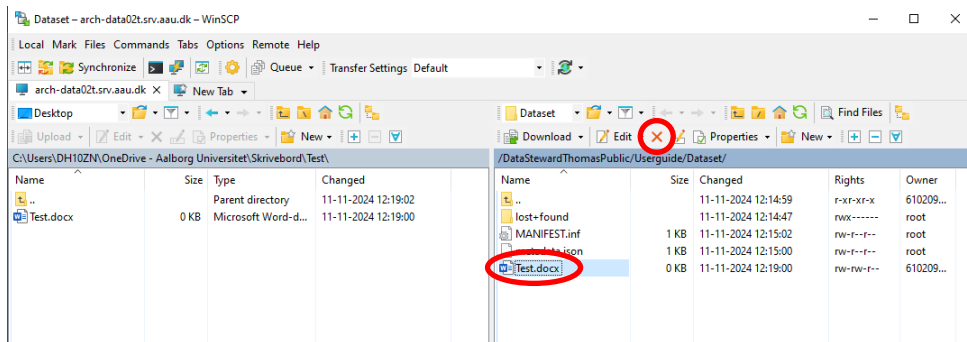


6b Upload to DataDeposit

1 Mark the file(s), 2 click "Upload", and 3 "OK".

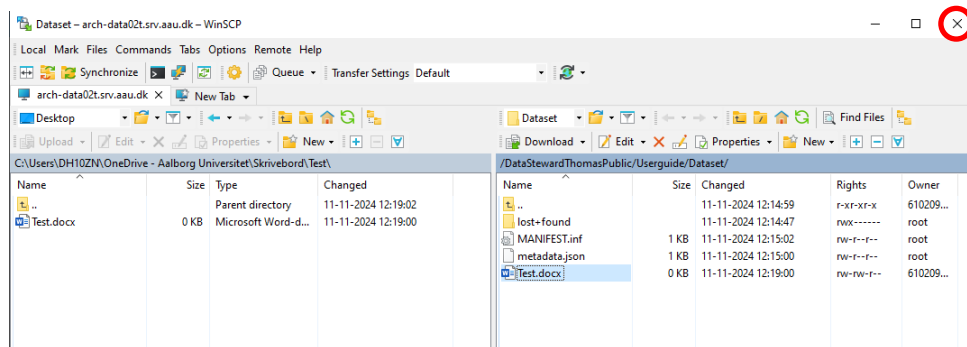


6c: If you have chosen a wrong file, you can still remove it from the folder at this point. Mark the file(s) on the right side of the SFTP window (this is the folder on DataDeposit) and click on the red X.

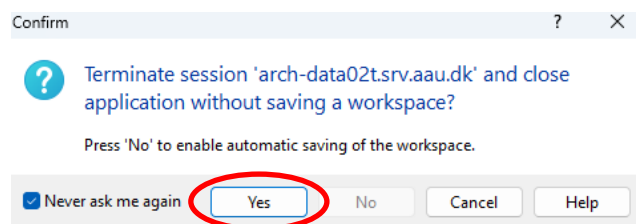


6d: Upload complete

When the upload is done, close the SFTP application window.



6e: You may encounter the following pop-up confirmation window. You can safely answer "Yes". Your work will still be saved.



6f: You can now return to DataDeposit.

7: Delete a dataset (before you archive)

7a: If you have uploaded one or more wrong files, you can delete the containing dataset in DataDeposit. **But only before you click the archive button.** To delete a single file, you have uploaded to your dataset you must use your SFTP application, see [6c](#).

Here we are deleting the entire dataset. Open the “Edit Dataset” window by clicking on the dataset name in the Dataset column.

The screenshot shows the DataDeposit interface. At the top, there's a header with the DataDeposit logo and a user profile dropdown. Below the header, there's a breadcrumb trail: Home / Communities / DataStewardThomasPublic / Test1. A search bar is present with the placeholder text 'Type here to filter...'. The main content area displays a table of datasets under the heading 'Datasets - Test1'. The table has columns: Dataset, Internal Description, Owner, Classification, and Metadata. Two datasets are listed: 'Case34' and 'Test101'. The 'Test101' dataset is circled in red. Below the table, there are 'Previous', '1', and 'Next' navigation buttons. At the bottom, there's a footer with 'DataDeposit DarkArchive: 1.0.8' and a 'Back to top' link.

Dataset	Internal Description	Owner	Classification	Metadata
Case34	Case 34	Thomas Andersen	Sensitive	Public
Test101	Abe	Thomas Andersen	Public	Public

7b: Delete dataset

The screenshot shows the 'Edit Dataset' window. It has a title bar with a close button. Below the title bar, there are tabs: Information, Metadata, Members, and Files. The 'Information' tab is selected. The form contains several fields: Collection (Test1), Dataset (Test101), Owner (Thomas Andersen [@its.aau.dk]), Classification (Public), Metadata (Public), VBN Organisation (VBN Organisation), Schema Version (DataCite Metadata Schema v4.3), Dataset Size (GB) (1), and Internal Description (Abe). At the bottom, there's a 'Modified' timestamp (12-03-2024) and three buttons: Delete, Save, and Close. The 'Delete' button is circled in red.

7c: Confirm or Decline delete

The screenshot shows a 'Confirm delete' dialog box. It has a title bar with a close button. The main text says 'Confirm you want to delete: Test101'. At the bottom, there are two buttons: Confirm and Decline.

8: Edit dataset (before you archive)

8a: Open the Edit Dataset window by clicking the dataset name.

The screenshot shows the DataDeposit interface. At the top, there's a blue header with 'DataDeposit' and 'DataArchive 1.0.8'. Below it, a breadcrumb trail reads 'Home / Communities / DataStewardThomasPublic / Test1'. A search bar is present with the placeholder 'Type here to filter...'. The main content area is titled 'Datasets - Test1' and contains a table with columns: Dataset, Internal Description, Owner, Classification, and Metadata. The table has two rows: 'Case 34' and 'Test101'. The 'Test101' row is circled in red. Below the table, there are 'Previous', '1', and 'Next' buttons. At the bottom, it says 'DataDeposit DarkArchive: 1.0.8' and a 'Back to top' link.

Dataset	Internal Description	Owner	Classification	Metadata
Case 34	Case 34	Thomas Andersen	Sensitive	Public
Test101	Abe	Thomas Andersen	Public	Public

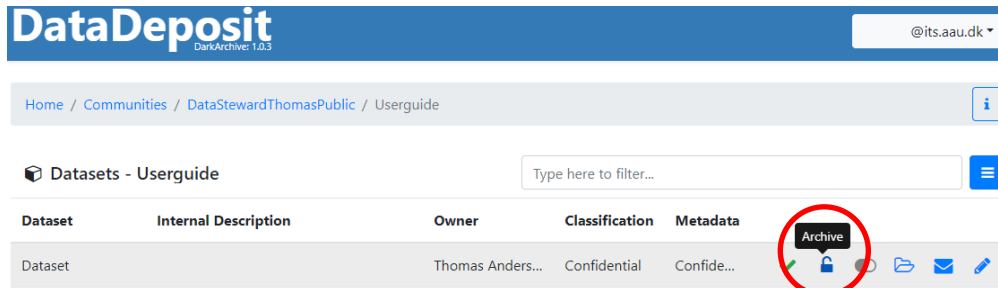
8b: Here you can view the particulars of the dataset on various tabs and edit fields with white background.

The screenshot shows the 'Edit Dataset' window. It has a title bar with 'Edit Dataset' and a close button. Below the title bar, there are four tabs: 'Information', 'Metadata', 'Members', and 'Files'. The 'Information' tab is active. The form contains several fields: 'Collection' (Test1), 'Dataset' (Test101), 'Owner' (Thomas Andersen [@its.aau.dk]), 'Classification' (Confidential, Sensitive, Internal, Public - Public is selected), 'Metadata' (Confidential, Sensitive, Internal, Public - Public is selected), 'VBN Organisation' (VBN Organisation), 'Schema Version' (DataCite Metadata Schema v4.3), 'Dataset Size (GB)' (1), and 'Internal Description' (Abe). At the bottom, there's a 'Modified: 12-03-2024' label and three buttons: 'Delete', 'Save', and 'Close'.

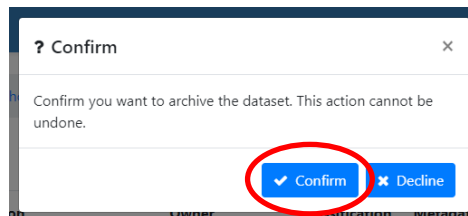
9: Archive data

9a: If your data information and metadata are correct, click the padlock to archive your data.

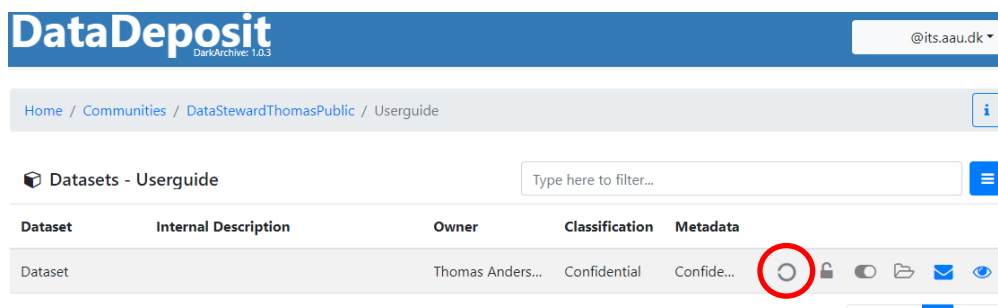
NB. Once you have clicked the Archive button (the padlock), you can no longer edit or delete your dataset or your metadata.



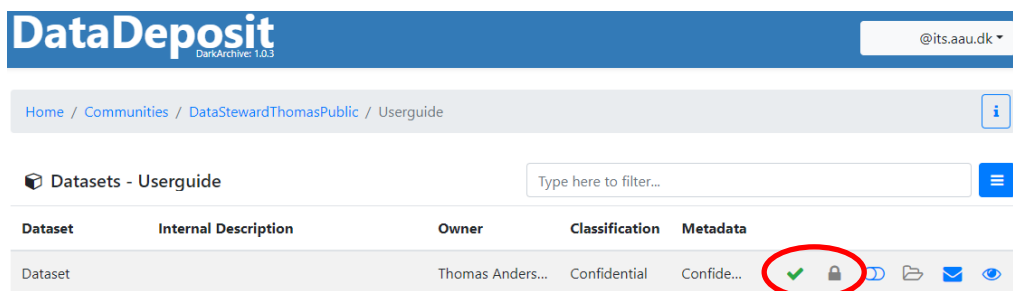
9b: Confirm that you wish to archive your data.



9c: When the circle starts to move, the archiving process has begun.



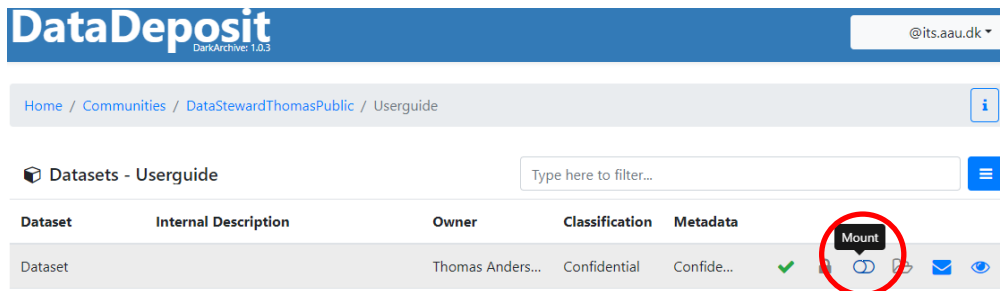
9d: When you have a green checkmark and the padlock icon is locked, you have successfully archived your data.



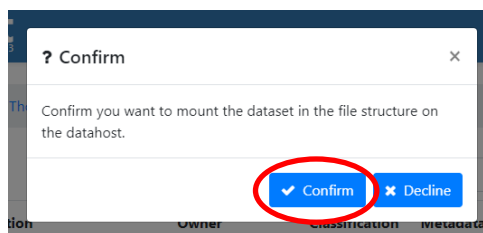
10: Mount data to confirm upload

Now test if your data has indeed been archived correctly in the dataset.

10a: Click on the mount icon for your dataset.

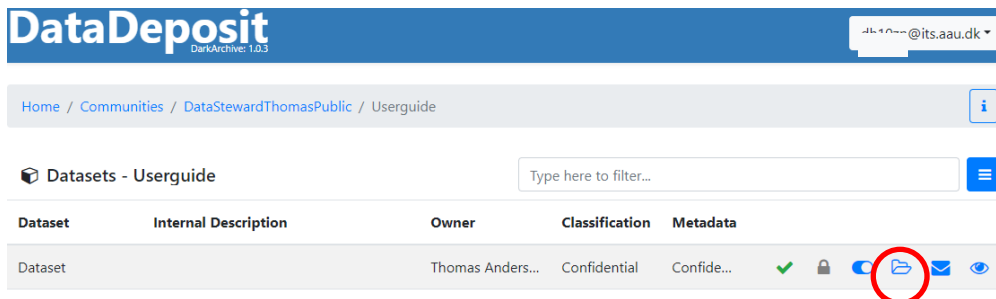


10b: Click "Confirm".



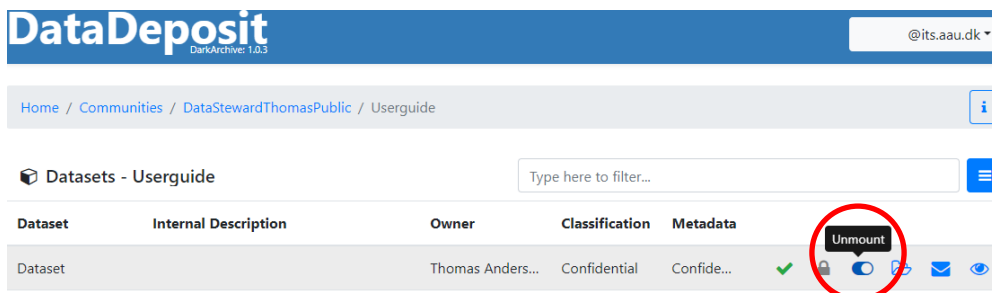
10c: Data check

Now repeat the process from step 5 and connect to the Datahost using your SFTP client. Check that you can see the files you have previously uploaded to your dataset on the data host.



10d: Data confirmation

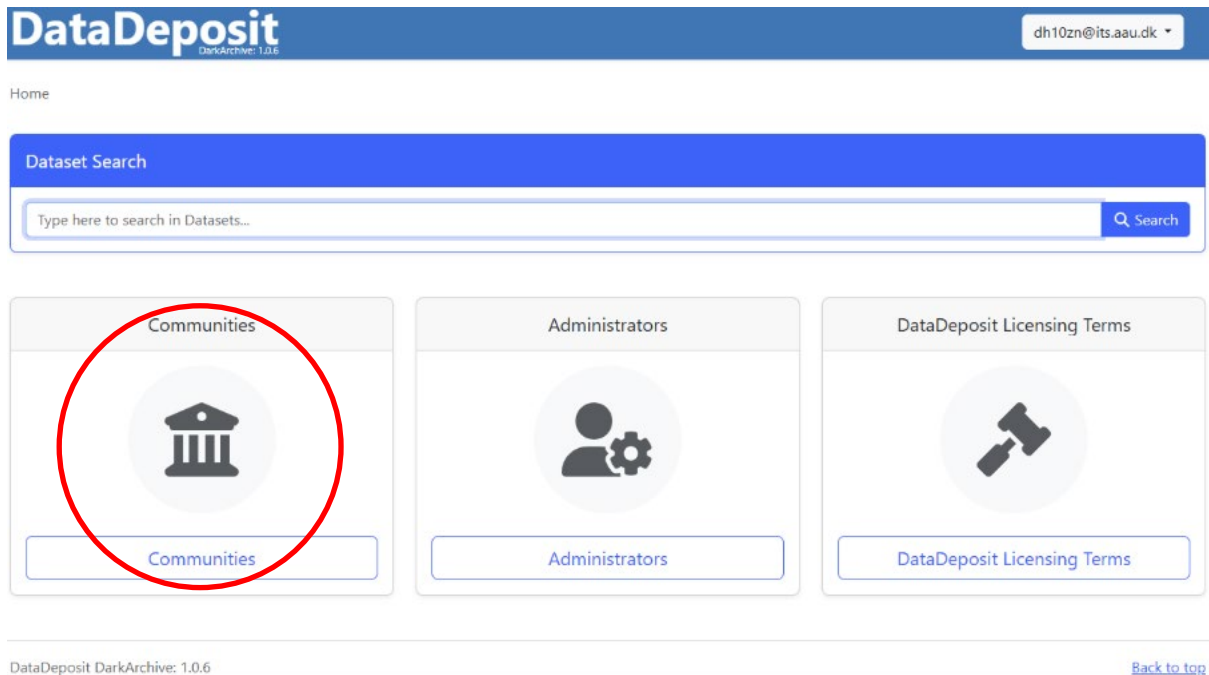
Once you have confirmed that the files are indeed present in the dataset, return to DataDeposit and click the mount icon to unmount the data set.



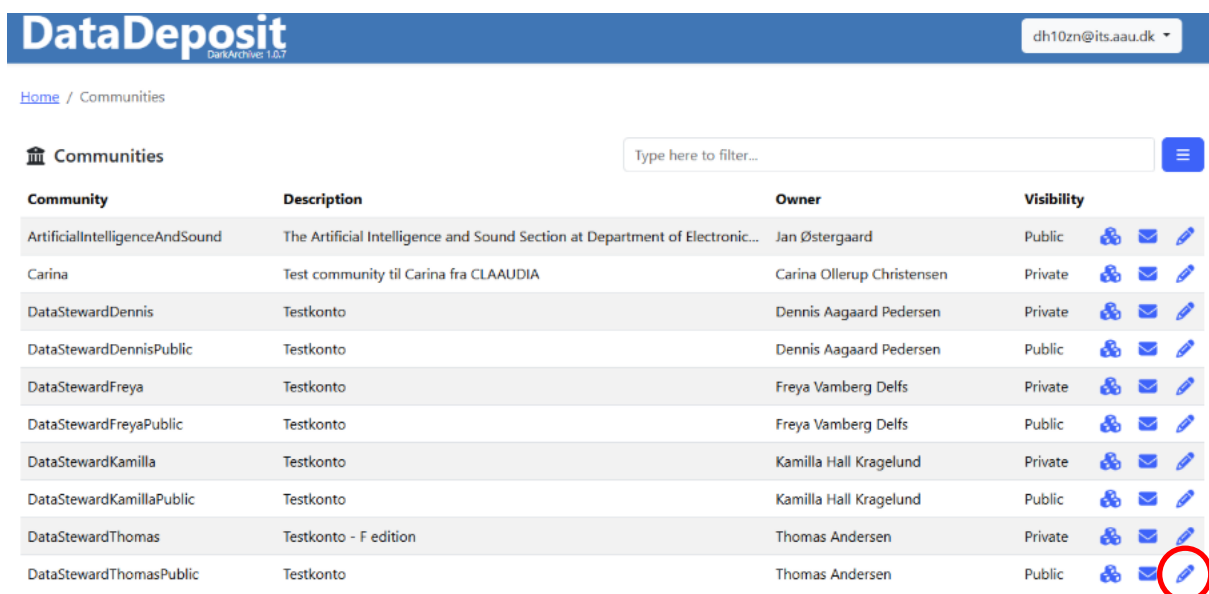
How to add members in Data Deposit

This is the procedure for adding members to communities in DataDeposit. The same procedure applies to adding members to Collections and Datasets.

Step 1a: Click on Communities.



Step 1b: Find your community and click on “Edit”.



Step 1c: Click on Members.

 Edit Community ✕

Information Administrators **Members**

Community

DataStewardThomasPublic

Visibility

☐ Private ☒ Public

Owner

Thomas Andersen [dh10zn@its.aau.dk]

Description

Testkonto

Modified: 06-01-2023 ✓ Save ✕ Close

Step 1d: First click on the icon then click on “create new Member”.

 Edit Community ✕

Information Administrators **Members**

 **Members**

Type here to filter... 2

1 

+ Create new Member

Name	User
Freya Vamberg Delfs	tx63tt@its.aau.dk

Previous **1** Next

Modified: 06-01-2023 ✓ Save ✕ Close

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Step 1e: First, type the name or AAU mail of the person you want to make a member and then click on “Save”.

The screenshot shows a modal dialog titled "Add Member". It features a search input field with the placeholder text "User". A red circle with the number "1" is placed over the search field. Below the search field, there are two buttons: a blue "Save" button with a checkmark icon, and a blue "Close" button with an "X" icon. A red circle with the number "2" is placed over the "Save" button.

If you want to add a member to a Collection, go to your Community and click on “edit” next to the Collection and follow the same procedure.

If you want to add a member to a Dataset, go to your Collection and click on “edit” next to the Dataset and follow the same procedure.

Appendix 1 Description of the dataset tab *Information*

Number	Name	Definition	Notes										
1	Collection	This is the name of the collection where you are uploading the dataset.	Pre-filled										
2	Dataset	The name of the dataset you are uploading.	In the Dataset field you must name the dataset you are going to upload. Use a relevant naming convention to make it easy to search and/or find. The dataset name cannot contain special characters, underscores or spaces. You can use a dash (-).										
3	Classification	In the classification field you must indicate what classification your data has. Confidential: Data are only visible for the community/collection Sensitive: The data are only visible for the community/collection. Internal: The data are only visible for the community/collection. Public: All users in DataDeposit can see the data. NB. The classification has implications for visibility after the data has been archived.	The AAU classification model uses a different terminology: Classify your data at Aalborg University - Aalborg University Use these relations: <table><tr><td>AAU</td><td>DataDeposit</td></tr><tr><td>Level 1</td><td>Public</td></tr><tr><td>Level 2</td><td>Internal</td></tr><tr><td>Level 3</td><td>Sensitive+Confidential</td></tr><tr><td>Level 4</td><td>Contact IT Security</td></tr></table>	AAU	DataDeposit	Level 1	Public	Level 2	Internal	Level 3	Sensitive+Confidential	Level 4	Contact IT Security
AAU	DataDeposit												
Level 1	Public												
Level 2	Internal												
Level 3	Sensitive+Confidential												
Level 4	Contact IT Security												
4	Metadata	In the classification field you must indicate what classification your metadata has. NB. Classification has implications for visibility after the data has been archived. Limited visibility of metadata will have implications for findability. Confidential: The metadata are only visible for the community/collection. Sensitive: The metadata are only visible for the community/collection. Internal: The metadata are only visible for the community/collection. Public: The metadata are shown at VBN and in DataDeposit.	Use the AAU classification model: Classify your data at Aalborg University - Aalborg University										

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5	VDN Organisation	A selection of the VDN organisation to which the user has associations.	Only one organisation can be selected. The user uploading the data must be associated with the desired organisation.
6	Schema Version5	This field should default to the latest version of the metadata schema.	Pre-filled.
7	Dataset Size (GB)	In Dataset Size you must enter the size of your dataset. Be aware: This value will be the size limit for data upload.	This can be found by checking the size of your data (files) where they are currently stored. This may, for example, be locally on your computer in your filesystem. It is recommended to round this value up to a reasonable round number. Ex. Allocate 900 Mb (0.9 GB) for a 877Mb file. NB: MAX 1 TB upload size (Dec 2022 limit)
8	Internal Description	In the Description field you should describe what the dataset is. It could be considered as an "abstract" for the data and should provide a brief but clear understanding of what the dataset is. Be aware: This field is visible for all users in DataDeposit if the metadata are public.	You could for example briefly describe what the data shows, how the data was collected, methodological approach, time and place, the number of respondents or experiments that were done and so on. If there are special conditions regarding access to data, the use of data and the like, this could also be described in this field.

Appendix 2 Description of the dataset tab *Metadata*

Category	Name	Definition	Notes
Types	Resource type	Choose a single term of some detail that supplements the type in the field below.	A single term of that describes the resource.
	Resource type general	Choose the relevant resource type from the list.	Uploads with multiple files should select the option "Dataset".
Identifiers	Identifier	This refers to the Unique identifier for the dataset, in this case a DOI. A DOI is a unique string that makes it possible to unambiguously identify and find your uploaded dataset. The DOI number is a combination of words, letters, and numbers, and will be automatically allocated to the dataset If the metadata are not public; the data are not issued a DOI.	Pre-filled / Free text For new datasets this field is automatically completed. If this is a new dataset and the metadata for the dataset will be made public, a digital object identifier (DOI) will be automatically generated. If the metadata will not be public, then a universal unique identifier (UUID) will automatically be allocated that will not generate public information.
	Identifier Type	The identifier type is determined by the identifier, but till be completed automatically.	Pre-filled
Creators	Name	The main researchers involved in producing the data, or the author of the publication. To supply multiple creators, repeat this property by clicking the (+ add creator) button. This should be interpreted like authors for a research article.	Write the name of the creatures who has been involved in producing the data, or the authors of the publication, in priority order. To supply multiple creators, repeat this property. Each creator (or author) should have a separate entry. I.e. by clicking the (+ add creator) button.
	Name type	The type of name given in the 'Creator'. Either 'organizational' for an organization or 'personal' for a person.	As a researcher at the university this would by default be "personal".
	Given name	The personal or first name of the creator.	Not to be filled if you registered an organization.
	Family name	The surname or last name of the creator.	Not to be filled if you registered an organization.
	Name Identifier	You use this field to write a unique identifier for the creator(s).	Write your ORCID-number or another unique identifier.

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		For people this is most often the ORCID.	
	Name Identifier Schema	The Identifier Schema is a unique Schema that identifies a resource.	Write the type of identifier you have used – eg. ORCID, ROR etc.
	Scheme URI	The URI (Uniform Resource Identifier) of the name identifier scheme.	Depending on what identifier you have chosen in the above field, write the Scheme URI that matches the chosen identifier. Examples on URI's: https://isni.org/ https://orcid.org https://ror.org/ https://www.grid.ac/
	Name affiliation	The organizational or institutional affiliation of the creator.	The organizational or institutional affiliation of the creator. As an AAU researcher, write Aalborg University, the specific faculty and department the creator belongs to.
	Affiliation identifier	You use this field to write a unique identifier for your organization. For organizations it is most often the ROR.	Write the ROR-number or another unique identifier. Aalborg University identifiers: ROR: https://ror.org/04m5j1k67 GRID: grid.5117.2 ISNI: 0000 0001 0742 471X Crossref Funder ID: 501100002702 Wikidata: Q601956
	Affiliation Identifier Schema	Specify the identifier schema used.	Write the type of identifier you have used. ROR or another unique identifier schema.
	Scheme URI	The URI (Uniform Resource Identifier) of the name identifier scheme.	Depending on what identifier you have chosen in the above field, write the Scheme URI that matches the chosen identifier. Examples on URI: https://isni.org/ https://orcid.org https://ror.org/ https://www.grid.ac/
Titles	Title	The main title of the dataset, software etc. Additional alternative titles, subtitles, or translated titles can be added by clicking the (+ add title) button.	Write a meaningful title for the data that you are uploading. If this dataset is related to a published research article, you can use the same title as was used for the article.
	Title type	The type of Title (other than the Main Title) VERY IMPORTANT: Always complete the main title. When filling in the main title of the dataset, this field must be left blank. For additional title types click the (+ add title) button.	If the dataset needs additional (sub)titles use the (+ add title) button to add an additional title, then select the additional title type from the dropdown list. For the main title, remember to leave the "Title type" field blank.
Publisher	Publisher	The name of the entity that holds, archives, publishes, prints, distributes, releases, issues, or produces the data.	If this is the first time "publishing" this data, then enter "AAU Datadeposit". If you have already published your data together with an article or have uploaded the data in a Repository – then write the name of the journal or the repository. E.g. Harvard Dataverse, Sage publications, Zenodo and so on.

Publication year	Publication year	The year when the data and/or metadata is made publicly available. If the metadata is not made public, then this represents the year that the data is archived.	In the case of datasets, "publish" is understood as making the data available on a specific date to the community of researchers. • If that date cannot be determined, use the date of registration. • If there is no standard publication year value, use the date that would be preferred from a citation perspective. • If an embargo period has been in effect, use the date when the embargo period ends. • In the case of resources such as software or dynamic data where there may be multiple releases in one year, include the Date/dateType/dateInformation property and sub-properties to provide more information about the publication or release date details. <i>In the case of a digitised version of a physical object</i> • If the DOI is being used to identify a digitalised version of an original item, the recommended approach is to supply the <i>Publication Year</i> for the digital version and not the original object. • You can use the other metadata fields e.g., <i>Subject</i> or <i>description</i> to describe the date of the original object as well as other information's about the object.
Subjects	Subject	Subject, keyword, classification code, or key phrase describing the resource. Ideally each keyword should be included as a separate subject (+ add subject).	Keywords can be found within subject specific ontologies, as noted in the standards section of FAIRsharing's homepage. If you don't use a standard, you can define keywords yourself. These could alternatively be the subject codes used by journals to specify subject content. For example, JEL codes for economics publications.
	Subject schema	The name of the subject scheme, classification code or authority if one is used.	For example: Dewey Decimal Classification (DDC) Universal Decimal Classification (UDC) Library of Congress Classification (LCC) Computing Classification System (CCS) Mathematics Subject Classification (MSC) Physics and Astronomy Classification Scheme (PACS) Journal of Economic Literature Classification System (JEL)

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	SchemeURI	The URI (Uniform Resource Identifier) of the subject identifier scheme	Example URI: https://id.loc.gov/authorities/subjects.html
	valueURI	The URI (Uniform Resource Identifier) of the subject term	Example URI: https://id.loc.gov/authorities/subjects/sh85118622.html
Contributors	Contributor type	Select from the dropdown list. This applies to the institution or person responsible for collecting, managing, distributing, or otherwise contributing to the development of the resource. To supply multiple contributors, repeat this property by clicking on the (+ add contributor) button. For software, if there is an alternate entity that "holds, archives, publishes, prints, distributes, releases, issues, or produces the code, use the "hosting Institution" under the field "Contributor Type" for the code repository.	Chose the relevant type from the list
	Name(s)	Refer to "Creator" names and name classifications for more information.	For further information on how to write information about the contributors, see appendix 2 information for "Creators" and the subfields related to that entry.
Dates	Dates	Different dates relevant to the work. (See the dropdown box in Date Type for options)	Dates that are important for the data. It could for example be the date where you conducted an interview, received some specific data, the day you received funding and so on.
Language	Language	The primary language of the resource.	Write the language the uploaded data are in.
Alternative identifiers	Alternative identifier	An identifier other than the primary identifier applied to the resource being registered. The alternate identifier should be an additional identifier for the same instance of the resource (i.e., same location, same file). This may be any alphanumeric string which is unique within its domain of issue. May be used for local identifiers.	Free text field. Example: E-GEOD-34814
Related identifiers	Related identifier	Identifiers of related resources. These must be globally unique identifiers.	Free text If you have other unique identifiers than a DOI. Write the identifier number. In the fields below "Related identifier type" you chose the relevant identifiers from the list.

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Sizes	Sizes	Size (e.g., bytes, pages, inches, etc.) or duration (extent), e.g., hours, minutes, days, etc., of a resource. This field can be used to provide additional context per dataset or per file, or data type.	Free text Examples: "15 pages", "6 MB", "45 minutes" For multiple files, these can each be described in this field. For example: "Print document (.pdf), 2.3MB. Video data (.mp4), 8 hours, 1.4GB. Tabular data (.csv), 25MB. STATA do file (.do), 32KB. Vector map data (.SHP), 2.2GB. R script (.R), 10KB. Etc."
Formats	Formats	Technical format of the resource. If multiple files are uploaded, it is possible to input a list of file formats.	Free text Write the type or format the files you are uploading. For example PDF, XML, MPG or application/pdf, text/xml, video/mpeg.
Version		The version number of the resource.	Write the version number of the upload. If a major version change has been made, it is recommended to make a new dataset upload.
Rights list	Rights	A license is a statement that describe the usage rights regarding the uploaded data.	Write the license that you are applying the data. AAU recommends using Creative Commons. Creative Commons offer several alternatives with a variety of levels of restriction. For more information visit: https://creativecommons.org/licenses/?lang=en or have a look at Appendix 3. Be aware that Creative Commons is not recommended for licensing software and code. Alternative license types can be considered here: https://en.wikipedia.org/wiki/Comparison_of_free_and_open-source_software_licenses If the data should not be shared or is a closed dataset, write "N/A". If you want to upload some of your files under different licenses, please do so in separate dataset uploads.
	Rights URI	The URI (Uniform Resource Identifier) of the license	Example CC-BY 4.0: https://creativecommons.org/licenses/by/4.0/
	Rights Identifier	A short, standardized version of the license name	Example: CC-BY-4.0 For more information visit: https://creativecommons.org/licenses/?lang=en
	Rights Identifier Scheme	The name of the scheme	Example: Creative Commons

	Scheme URI	The URI (Uniform Resource Identifier) of the Rights Identifier Scheme.	Example CC-BY 4.0: https://creativecommons.org/licenses/by/4.0/
Descriptions	Descriptions	All additional information that does not fit in any of the other categories. May be used for technical information.	Write relevant descriptions and chose the type of description under "description type". Notes: Abstract: A brief description of the resource and the context in which the resource was created Methods: The methodology employed for the study or research SeriesInformation: Information about a repeating series, such as volume, issue, number. TableOfContents: A listing of the Table of Contents. TechnicalInfo: Detailed information that may be associated with design, implementation, operation, use, and/or maintenance of a process or system. Other: Other description information that does not fit into an existing category.
Geolocations	Geo Location place		
	Geo Location place	Spatial region or named place where the data was gathered or about which the data is focused. For multiple locations, use the (+ add geolocation) button.	Repeat this property to indicate several different locations.
	Geolocation Point		
	Geolocation Point	A point location in space.	A point contains a single longitude-latitude pair.
	Point Longitude	Longitudinal dimension of point	If geolocation Point is used, point Longitude is mandatory. Longitude of the geographic point expressed in decimal degrees (positive east). Example: -67.302 Domain: -180 <= point Longitude <= 180
	Point Latitude	Latitudinal dimension of point	If geo location Point is used, point Latitude is mandatory. Latitude of the geographic point expressed in decimal degrees (positive north) Example: 31.233 Domain: -90<= point Latitude <= 90
	Geo Location Box		
	Geo Location Box	The spatial limits of a box	A box is defined by two geographic points. Left low corner and right upper corner. Each point is defined by its longitude and latitude.
	West Bound Longitude	Western longitudinal dimension of box	If geolocationBox is used west Bound Longitude is mandatory. Longitude of the geographic point expressed in decimal degrees (positive east). Domain: -180.00 ≤ west Bound Longitude ≤

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			180.00
	East Bound Longitude	Eastern longitudinal dimension of box	If geolocationBox is used east Bound Longitude is mandatory. Longitude of the geographic point expressed in decimal degrees (positive east). Domain: $-180.00 \leq \text{east Bound Longitude} \leq 180.00$
	South Bound Latitude	Southern latitudinal dimension of box	If geolocationBox is used south Bound Latitude is mandatory. Latitude of the geographic point expressed in decimal degrees (positive north). Domain: $-90.00 \leq \text{south Bounding Latitude} \leq 90.00$
	North Bound Latitude	Northern latitudinal dimension of box	If geolocationBox is used north Bound Latitude is mandatory. Latitude of the geographic point expressed in decimal degrees (positive north). Domain: $-90.00 \leq \text{north Bounding Latitude} \leq 90.00$
Geo Location Polygon			
	Geo Location Polygon	A drawn polygon area, defined by a set of points and lines connecting the points in a closed chain	A polygon is delimited by geographic points. Each point is defined by a longitude/latitude pair. The last point should be the same as the first point
	Polygon Point	A point location in a polygon	If geoLocationPolygon is used, polygon Point must be used as well. There must be at least 4 non-aligned points to make a closed curve, with the last point described the same as the first point
	Point Longitude	Longitudinal dimension of point	If polygon Point is used point Longitude is mandatory. Longitude of the geographic point expressed in decimal degrees (positive east). Domain: $-180 \leq \text{point Longitude} \leq 180$
	Point Latitude	Latitudinal dimension of point	If polygon Point is used point Latitude is mandatory. Latitude of the geographic point expressed in decimal degrees (positive north). Domain: $-90 \leq \text{point Latitude} \leq 90$
In Polygon Point			
	In Polygon Point	For any bound area that is larger than half the earth, define a (random) point inside	In Polygon Point is only necessary to indicate the "inside" of the polygon if the polygon is larger than half the earth. Otherwise, the smallest of the two areas bounded by the polygon will be used.
	Point Longitude	Longitudinal dimension of point	If inPolygonPoint is used point Longitude is mandatory. Longitude of the geographic point expressed in decimal degrees (positive east).

	Point Latitude	Latitudinal dimension of point	If in Polygon Point is used, point Latitude is mandatory. Latitude of the geographic point expressed in decimal degrees (positive north)
Funding references	Funder Name	The name of the funding provider.	Write the name of the funding provider.
	Funder Identifier	Uniquely identifies a funding entity, according to various types	Write the ROR-number or another unique identifier. For example, Aalborg University identifiers: GRID: grid.5117.2, ISNI: https://isni.org/page/search-database/ , Crossref Funder ID: https://www.crossref.org/documentation/funder-registry/accessing-the-funder-registry/ , Wikidata: https://www.wikidata.org/wiki/Q19822542 .
	Funder Identifier type	Specify the type of the funder identifier.	Example: • Crossref Funder ID • GRID • ISNI • ROR • Other
	Scheme URI	The URI (Uniform Resource Identifier) of the name identifier scheme.	Depending on what identifier you have chosen in the above field, write the Scheme URI that matches the chosen identifier. Examples: https://isni.org/ , https://orcid.org , https://ror.org/ https://www.grid.ac/ .
	Award number	The code assigned by the funder to a sponsored award (grant)	Example: GBMF3859.01
	Award URI	The URI (Uniform Resource Identifier) leading to a page provided by the funder for more information about the award (grant).	Copy paste the URI in where you can find more information about your grant that has financed the data you are uploading. Example: www.moore.org/grant-detail?grantId=GBMF3859.01 Note: In case the award or grant has an ID or DOI, the full URL of the grant DOI can be included here, e.g. https://doi.org/10.35802/221400 .
	Award Title	The title or name of the award (grant).	Free text Example: Socioenvironmental Monitoring of the Amazon Basin and Xingu

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